

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION IX

75 Hawthorne Street San Francisco, CA 94105-3901

MAR 3 0 2015

Sherry Cordova Chairperson Cocopah Indian Tribe 14515 South Veterans Drive Somerton, Arizona 85350

RE: U.S. EPA Indian Environmental General Assistance Program

GA-00T90001-3

Application Due: MAY 0 4 2015

Dear Chairperson Cordova:

I am pleased to inform you that your proposal submitted to this office under the U.S. Environmental Protection Agency's Indian Environmental General Assistance Program (GAP) has been tentatively approved for funding. At this time, I am setting aside \$33,505 of funding to support your GAP for one year. An additional \$2,670 has been tentatively set aside for supplemental activities as follows: \$2,315 for paper, toner, files and binders and corresponding IDC; and \$355 for one chair and corresponding IDC. The total tentative award for your GAP is \$36,175.

The Tribe's interim FFRs and/or EPA grant reimbursement data have been reviewed. EPA has determined that the Cocopah Indian Tribe has unliquidated obligations under the current grant. According to our latest projections, the Tribe will have approximately \$30,000 of GAP funds left in their grant as of September 30, 2015. This balance, along with the \$36,175 of new tentative GAP funding outlined in the previous paragraph, will provide the Tribe with \$66,175 to support GAP workplan activities from October 1, 2015 through September 30, 2016. Although your SF-424 Budget Summary should reflect only the \$36,175 of new tentative funding to the Tribe, please prepare a budget breakdown showing how the entire \$66,175 will be utilized. To avoid confusion with how much new funding the Tribe will be receiving, please ensure the budget breakdown is not provided on a SF-424 form. A sample budget breakdown, showing how new funds and unspent grant funds should be combined into a single budget breakdown, is provided in the attachment entitled "Work Plan Comments."

Work plan submission, negotiation, and approval will be conducted electronically in GAP Online. The comments attached here for your reference are also available in GAP Online. If we receive your complete application and an approvable revised work plan by the due date we will make every effort to award the grant by September 30, 2015. This funding will support work plan activities from October 1, 2015 to September 30, 2016. However, once the EPA Award Official has formally approved the work plan for these new funds, the tribe may begin to incur costs for the approved activities. Your final work plan will be approved in GAP Online.

This letter does not constitute a grant award. In order to receive funding, the Cocopah Indian Tribe will need to complete an Application for Federal Assistance (SF-424). The complete application, including

an approvable work plan, must be submitted for EPA review by the due date indicated above. Materials can be submitted earlier and will be processed on a first-come, first-served basis. Please note that in completing your application, you will need to enter the GAP Catalog of Federal Domestic Assistance Number (CFDA), required in box #11 on the SF-424A application form, 66.926.

New Process for Submitting Your GAP Grant Application

Effective February 17, 2015, EPA grant applicants **must** use Grants.gov to submit their applications. The Grants.gov registration process can take up to 30 days to complete. Therefore, it is highly recommended that EPA applicants complete their registration on Grants.gov now. Also, your organization's registration in SAM.gov must be active to utilize Grants.gov. If it appears that the grants.gov registration process may prevent you from submitting your application by the due date aforementioned, then please contact Support@grants.gov or call 1-800-518-4726 as support is available 24 hours a day and 7 days a week. You should also notify your Project Officer before the application due date to request an extension.

Please review both Attachment 2 (Grants.gov Instructions Guide) and Attachment 3 (Region 9 Guidance Information for Applicants) or go to http://www.epa.gov/region9/funding/information.html to find additional resources on Grants.gov, Federal Regulations, and new EPA requirements. We suggest you forward these materials to your Project Manager, Financial Officer and any other personnel in your organization requiring this information.

I look forward to working with you and your staff under the General Assistance Program. Questions regarding the completion of the application forms as well as the mandatory use of grants.gov should be referred to Linda Struna, Grants Management Specialist, at (415) 972-3723. You can also contact your GAP Project Officer, Destinee Cooper at (415) 972-3790 if you have questions regarding this letter, the work plan or the General Assistance Program.

Sincerely,

Laura M. Ebbert

Manager

Tribal Section

Enclosures

- 1. Work Plan Comments
- 2. Grants.gov Instructions Guide
- 3. Region 9 Guidance Information for Applicants

cc: Robin Wilson, Environmental Director (with work plan comments)
Christopher Nunez, Tribal Administrator

GAP 2015-2016 Work plan Comments Cocopah Indian Tribe

Thank you for developing an outcome-oriented work plan. The following observations and requests were written with the intent of strengthening the Tribe's GAP work plan, identifying possible assistance, and ensuring the work plan meets GAP guidelines. These comments pertain to the 2015-2016 work plan that was submitted with your GAP proposal in GAP Online in December 2014. Please ensure that these comments are addressed in your final GAP work plan in GAP Online.

General Definitions and References

1. The following references are useful for understanding GAP in general, for getting an understanding for environmental outcomes, etc.

2013 Guidance on the Award and Management of General Assistance Program Agreements and Appendix I, Guidebook for Building Tribal Environmental Program Capacity http://www.epa.gov/region09/funding/pdfs/tribal-gap14/fy2014-r9-gap-guidance.pdf GAP Act (http://www.epa.gov/Indian/pdfs/4368b.pdf) 2015 GAP Grant Notification (http://www.epa.gov/region09/funding/tribal-gap.html) EPA Strategic Plan (http://www.epa.gov/ocfo/plan/plan.htm)

- 2. Environmental outcomes should be expressed in terms of improvements to public health, the environment, or human behavior. They can also reflect improved tribal capacity to protect public health or the environment. Intermediate outcomes could reflect: a) improved human health or environmental conditions, b) reduced risks to human health or the environment, c) increased tribal capabilities in legal, enforcement, technical, communication, or administrative areas. Long-term outcomes could include attainment of desired environmental conditions (e.g., water quality standards are met) or human health goals, attainment of a desired capacity to plan, develop, implement, manage and sustain tribal environmental programs.
- 3. Please ensure that each component in your work plan contains one or more capacity indicators that appropriately links to the steps that are either underway or proposed to begin in the associated commitments. Capacity indicators represent the destination of the Tribe's work and therefore the Tribe should express how it will accomplish the tasks necessary to achieve the indicators proposed in its commitments. Moreover, capacity indicators should ideally be placed in the "Measures" section for each component in the work plan. More information on the appropriate use of indicators is found on page 13 of the GAP Guidance. A suite of indicators that the Tribe may consider for inclusion in its work plan is contained in Appendix I of the GAP Guidebook.
- 4. Please ensure that the total work plan Estimated Component Costs add up to the total approved budget amount indicated in the cover letter, and that the total work plan Estimated Work Years adds up to the total number of approved personnel funded under GAP. I have attached a document entitled "Component Cost and Work Years Guidance" that will help you to correctly identify Component Costs and Work Years to comply with this request.
- 5. Greening Grants Policy: EPA Region 9 has adopted a Greening Grants Policy which encourages grantees to carry out their EPA grant funded projects in a greener way. Your Project Officer will work with you to determine whether it is feasible to incorporate green practices into your work plan. The Greening Grants Policy includes an attachment which describes many useful green practices.

The policy furthers the objectives of EPA's 2011-15 Strategic Plan. The link to Greening Grant Policy is on the Region 9 Website Homepage, http://www.epa.gov/region9/funding/greening-grants.html

6. Regarding Indirect Costs:

For Fixed/Carry forward Tribal IDC rates:

• EPA may allow IDC costs to be budgeted for grants when indirect costs rates have been approved within the preceding three fiscal years. When IDC rates are not current at the time of the grant award, a term and condition will be used to require the Tribe to notify EPA and refund any overfunded amounts.

BUDGET COMMENTS

Please update the budget to reflect the tentatively approved amount of \$66,175, which is \$36,175 of new funds and \$30,000 of unliquidated obligations, as reported by the Tribe on the FFR dated October 24, 2014.

The Tribe was approved for one chair at \$300 in supplies. Additional supplies like paper, toner, files and binders with IDC was approved for \$2,315.

The 10% FTE increase for the Environmental Director was approved and thus brings the Tribe to 1.04 FTE on the grant as part of core funding.

The vehicle maintenance, vehicle fuel, internet fees, phone line, and electricity are tentatively approved with IDC in the amount of \$4,680.

WORK PLAN COMMENTS

Throughout the work plan, Commitment End Dates are identified as 9/30/2016. Commitment End Dates should reflect the actual expected completion date of the Commitment, and should not all reflect the end of the grant year.

Component 1: Management of Environmental Office

1.1: Portions of a Joint Evaluation process are missing. Please see attachment to ensure that the workplan contains a process in which EPA and the Tribe together evaluate the successes of the Tribe under GAP. Please refer to the attached component for an example of the joint evaluation process and amend this commitment and component accordingly.

Please provide the FY16 quarterly report due dates in the Outputs and Deliverables section.

Component 2: Outreach and Education

2.1 and 2.3: This commitment sounds like implementation, which is not GAP eligible. Per previous conference calls, please explain how this work is building capacity in the area of outreach and education or delete the commitment.

For future solid waste implementation activities, please note the following and let EPA know whether and how we can assist with moving the ISWMP forward that's being developed with funding from IHS: The Region 9 GAP solicitation specifies that the development of an Integrated Solid Waste Management Plan (ISWMP) should be one of the first steps taken in program development. Our records show that the Tribe does not have an ISWMP, a crucial component to a healthy program. Prior to undertaking, or

concurrent with activities proposed in this workplan, the Tribe should develop an ISWMP. If an ISWMP will be developed under this grant, deliverables must include a copy of the final document signed or approved by the Tribal Council. A critical first step in the creation of a sustainable waste management program is the development of an ISWMP, which helps identify and organize waste management priorities for the Tribe. An ISWMP will also assist in determining the size and structure of a solid waste management program, as well as equipment and facility needs. The Region 9 Tribal Solid Waste Team is available to provide technical assistance and a comprehensive review during development of the ISWMP. The Team also has helpful ISWMP templates available by request and examples available online. It is strongly recommended that the Tribe submit a draft ISWMP to the Tribal Solid Waste Team for review and comment at least 2 months before final approval. During this review, the Tribal Solid Waste Team can work with the Tribe in developing an ISWMP that meets the Tribe's needs.

Component 3: Travel and Training

- 3.1: Please include in the Outputs and Deliverables a list of sessions attended as part of the submission.
- 3.3: Please explain which staff training will be provided and on what topics as part of the commitment's description.

Component Cost and Work Years Guidance

Applications must include estimated component cost and associated work years. At present, Tribes are providing estimated costs that do not, when added together, equal the total budget request and budgeted FTE supplied with the work plan.

Suggested instructions for Tribes:

Estimated Component Costs should, when added together, equal the total budgeted amount. Two suggested ways to arrive at numbers that are equal:

1) Evaluate the relative *percentage* of financial resources each work plan task will take, each task being some percentage of 100; multiply that percentage by the total budgeted cost to get the estimated cost per component.

	Component 1	Component 2	Component 3	Total Budget
Percentage of Total:	25%	45%	30%	100%
Cost:	\$ 29,319	\$ 52,774	\$ 35,183	\$ 117,275

2) Alternately, as an addendum to calculation of the Total Program Budget, add columns wherein the contribution of each component to the total budget is calculated, and total component budgets across budget categories, applying indirect costs if applicable, personnel costs, and fringe. This "estimate" leans more toward accurate budget numbers.

Category	TOTAL	Co	mponent 1	Col	mponent 2	COI	nponent 3
(FTE)	1.5		0.375		0.6		0.525
Personnel	\$ 55,000	\$	13,750	\$	22,000	\$	19,250
Fringe	\$ 18,150	11	4,537.50		7,260.00		6,352.50
Supplies	\$ 5,000		500		4100		400
Travel	\$ 5,000		4200		800	2	0
Equipment	\$ -		0		0		0
Contractual	\$ 15,000	Ш	4000		8000		3000
Subtotal	\$ 98,150	\$	26,988	\$	42,160	\$	29,003
Base for Indirect	\$ 83,150	\$	22,988	\$	34,160	\$	26,003
Indirect	\$ 19,125	\$	5,287	\$	7,857	\$ \$	5,981
Total	\$117,275	\$	32,275	\$	50,017	\$	34,983

Estimated Component work years should, when added together, equal the total budgeted FTE for the program. One work year is equal to 2,080 personnel hours. A work year is also known as a full time equivalent (FTE), since it is based on a full time job; 40 hours per week * 52 weeks per year = 2,080 hours per year. Two suggested ways to arrive at numbers that are equal:

1) Evaluate the relative *percentage* of staffing resources each work plan component will require, each component being some percentage of 100; multiply the percentage for each component by the total requested FTE to arrive at the estimated FTE per component.

staffing	Component 1	Component 2	Component 3	Total Budget
Percentage of Total:	25%	40%	35%	100%
Cost:	0.38	0.60	0.53	1.50

2) Alternately, when calculating the budget in the detailed manner for the Estimated Component Cost, take the FTE applied to each component and use that value to represent the estimated component FTE.

General Assistance Program Sample Work Plan Format

Tribe: Oak Flat Tribe*

Region: IX

Work Plan Period Begin 10/1/10 End: 9/30/11

Work Plan Component 2: Summarize Progress; Jointly Evaluate (Tribe/EPA) Performance

Primary Capacity Area Developed (check one):

Legal__ Enforcement/Compliance__ Technical__ Communication__ Administrative_X_ Solid/Hazardous Waste Implementation

Long Term Outcome(s):

- Compliance with federal administrative grant requirements.
- Evaluation of the effectiveness of our Environmental Program.

Intermediate Outcome(s) (this work plan period):

• The Tribe and EPA will be informed of the Tribal Program accomplishments, expenditures, challenges, and activities.

• System for evaluating and documenting EPO performance and accomplishments will be in place.

ESTIMATED COMPONENT COST: \$ 920		ESTIMATED COMPONENT WORK YEARS: .02 Environmental Director .02			
2 El	COMMITMENTS	CAPACITY AREA DEVELOPED	ESTIMATED COMMITMENT COST (optional)	END DATE	OUTPUTS AND DELIVERABLES
2.1	The EPO submit monthly progress reports to the Tribal Council and quarterly reports to the EPA.	Administrative	\$600 (20rs at \$20/hr)		Quarterly Report through 12/31/08 submitted to EPA 1/30/09. Quarterly Report through 03/31/08 submitted to EPA 04/30/09. Quarterly Report through 06/30/08 submitted to EPA 07/30/09.
2.2	The Tribe's fourth quarter ("year-end") report will assess progress and accomplishments for the entire year.	Administrative	\$200 (10hrs @ \$20/hr)		Fourth Quarter (year end) report submitted to EPA 10/31/09.
2.3	The EPA Tribal Program Office will review Tribal quarterly reports and will provide a written evaluation ("end of year report") of Tribal progress under our grant.	Administrative	\$60 (3hrs @ \$20/hr)	09/30/08	Draft EPA evaluation will be submitted to Tribe for comment.
2.4	Drafts of the EPA evaluation will be provided to the Tribal EPO for review prior to being finalized and mailed to the Tribal Chair.	Administrative	\$60 (3hrs @ \$20/hr)	12/30/09	Final EPA evaluation submitted to the Tribe after comments from Tribal EPO are reviewed and changes are made to the draft.
EPA	<u>Use Only</u>				世界 (15 年 15 年)
SHEET			2003-2008 EPA Strategic	Plan	

Goal X: Objective X.X. Sub-objective X.X.X.

^{*}Fictitious Name

EPA Region 9 - Grants.gov Instructions Guide

(March 2015)

Applications for Federal assistance must be submitted through Grants.gov.

Register with Grants.gov! In order to submit your application using Grants.gov, your organization must be registered with Grants.gov. Please allow four weeks to complete the registration process. Also, please note that you must have a DUNS number and an active SAM.gov registration before registering with Grants.gov. You can find more information about registering at:

http://www.grants.gov/web/grants/applicants/organization-registration.html

To Access and Download Grant Application Package go to: http://www.grants.gov/web/grants/applicants/download-application-package.html

- 1. Funding Opportunity Number (FON).
 - A. <u>Competitive Programs</u>: Refer to the competitive solicitation for the applicable FON. Applicant will enter this into the "Funding Opportunity Number" field to locate the application package.
 - **B.** <u>Non-Competitive Discretionary Programs</u>: Obtain FON from your EPA Point of Contact (POC). Applicant will enter this into the "Funding Opportunity Number" field to locate the application package.
 - C. Continuing Environmental Programs (CEPs): The list of available CFDA numbers for CEPs have been divided between two FONs. The two FONs used to access the application packages are EPA-CEP-01 and EPA-CEP-02. Refer to the following Attachment to determine which FON your CFDA is published under. Applicant will enter this into the "Funding Opportunity Number" field to locate the packages.

CFDA Number:	(#
Funding Opportunity Number:	(c
Funding Opportunity Competition ID:	(C
	Download Package

- 2. Download the package associated with CFDA 66.XXX.
- 3. Complete the Grant Application Package. Attach the forms and information required by your particular program. Contact your EPA POC if you have questions about which forms and materials you must submit for your program.
- 4. Submit your application. Go to http://www.grants.gov/web/grants/applicants/apply-for-grants.html for more information on this process.
- 5. Confirm with your EPA POC that EPA has received your application package. If for ANY reason you cannot submit your application by the deadline specified, contact your EPA POC immediately.

For FAQs, User Guides, Checklists, Training and Technical Support, visit the Grants.gov Applicant Resource page at http://www.grants.gov/web/grants/applicants/applicants-resources.html

Technical Questions or Issues? Please call (1-800-518-4726) or email (support@grants.gov) the Grants.gov Contact Center (http://www.grants.gov/web/grants/about/contact-us.html). Help is available 24 hours a day, 7 days a week.

Grants.gov Instructions Guide

Continuing Environmental Programs (CEPs)
(EPA Mandatory Grant Programs)

ATTACHMENT

CFDAs Under EPA-CEP-01

CC 004	Li. Dulland Cartal Danner Conset
66.001	Air Pollution Control Program Support
66.032	State Indoor Radon Grants
66.034	Surveys, Studies, Research, Investigations, Demonstrations, and Special Purpose Activities Relating to the Clean Air Act
66.038	Training, Investigations, and Special Purpose Activities of Federally-Recognized Indian Tribes Consistent With the Clean Air Act (CAA),
	Tribal Sovereignty and the Protection and Management of Air Quality
66.040	State Clean Diesel Grant Program
	This program contains Recovery Act funding.
66.042	Temporally Integrated Monitoring of Ecosystems (TIME) and Long-Term Monitoring (LTM) Program
66.121	Puget Sound Protection and Restoration: Tribal Implementation Assistance Program
66.124	Coastal Wetlands Planning Protection and Restoration Act
66.125	Lake Pontchartrain Basin Restoration Program (PRP)
66.202	Congressionally Mandated Projects
66.418	Construction Grants for Wastewater Treatment Works
	This program contains Recovery Act funding.
66.419	Water Pollution Control State, Interstate, and Tribal Program Support
66.432	State Public Water System Supervision
66.433	State Underground Water Source Protection
66.437	Long Island Sound Program
66.454	Water Quality Management Planning
	This program contains Recovery Act funding.
66.456	National Estuary Program
66.458	Capitalization Grants for Clean Water State Revolving Funds
	This program contains Recovery Act funding.
66.460	Nonpoint Source Implementation Grants
66.466	Chesapeake Bay Program
66.468	Capitalization Grants for Drinking Water State Revolving Funds
	This program contains Recovery Act funding.
66.469	Great Lakes Program
66.472	Beach Monitoring and Notification Program Implementation Grants
66.473	Direct Implementation Tribal Cooperative Agreements
66.481	Lake Champlain Basin Program
66.482	Disaster Relief Appropriations Act (DRAA) Hurricane Sandy Capitalization Grants For Clean Water State Revolving Funds
66.483	Disaster Relief Appropriations Act (DRAA) Hurricane Sandy Capitalization Grants for Drinking Water State Revolving Funds
66.508	Senior Environmental Employment Program
- 3.000	This program contains Recovery Act funding.
66.517	Regional Applied Research Efforts (RARE)
66.518	State Senior Environmental Employment Program
66.600	Environmental Protection Consolidated Grants for the Insular Areas - Program Support
66.605	Performance Partnership Grants
30.003	i chomance i arriciarit Orama

CFDAs Under EPA-CEP-02

66.700	Consolidated Pesticide Enforcement Cooperative Agreements
66.701	Toxic Substances Compliance Monitoring Cooperative Agreements
66,707	TSCA Title IV State Lead Grants Certification of Lead-Based Paint Professionals
66.714	Regional Agricultural IPM Grants
66.801	Hazardous Waste Management State Program Support
56.802	Superfund State, Political Subdivision, and Indian Tribe Site-Specific Cooperative Agreements This program contains Recovery Act funding.
66.804	Underground Storage Tank Prevention, Detection and Compliance Program
66.805	Leaking Underground Storage Tank Trust Fund Corrective Action Program This program contains Recovery Act funding.
66.808	Solid Waste Management Assistance Grants
66.809	Superfund State and Indian Tribe Core Program Cooperative Agreements
66,817	State and Tribal Response Program Grants
66.819	Disaster Relief Appropriations Act (DRAA) Hurricane Sandy Leaking Underground Storage Tank Trust Fund Corrective Action Program
66.926	Indian Environmental General Assistance Program (GAP)
66,931	International Financial Assistance Projects Sponsored by the Office of International and Tribal Affairs

ATTACHMENT

Region 9 Guidance Information for Applicants http://www.epa.gov/region9/funding/information.html

Omni-Circular under 2 CFR 200 & EPA Regulations under 2 CFR 1500:

EPA has officially adopted the OMB Omni-Circular effective **December 26, 2014**. Specifically, in a joint interim final rule published in the Federal Register on December 19, 2014 (see 79 Fed. Reg. 76050-76063), EPA adopted the Omni-Circular. This includes adoption of Omni-Circular requirements located at <u>2 CFR 200</u> along with EPA-specific provisions mandated by statute, regulation or agency policy now codified under <u>2 CFR 1500</u>. OMB's website at https://cfo.gov/cofar/ is the location for resources regarding the Omni-Circular, including <u>OMB's Frequently Asked Questions</u> (FAQ).

Federal Register:

http://www.gpo.gov/fdsys/pkg/FR-2014-12-19/pdf/2014-28697.pdf

2 CFR 200:

http://www.ecfr.gov/cgi-bin/text-idx?SID=4467ef7edf6418328185fefd45270f1f&node=pt2.1.200&rgn=div5 2 CFR 1500:

http://www.ecfr.gov/cqi-bin/text-idx?SID=ac772c78043ca73b46f5d168dd3f038f&tpl=/ecfrbrowse/Title02/2chapterXV.tpl OMB's FAQ:

https://cfo.gov/wp-content/uploads/2014/11/2014-11-26-Frequently-Asked-Questions.pdf

Interim Financial Assistance Conflict of Interest Policy:

In accordance with the Omni-Circular's Conflict of Interest disclosure requirements under <u>2 CFR 200.112</u>, EPA issued the <u>Interim Financial Assistance Conflict of Interest Policy</u>.

Requirements include applicants providing a prominently titled conflict of interest disclosure statement attached to the SF 424, if applicable. This policy applies to all individuals and non-federal entities requesting and receiving EPA financial assistance on or after <u>December 26</u>, 2014. (Note: A standard EPA form is not currently available for the COI disclosure requirement since this is an interim policy.)

Interim Policy:

http://www.epa.gov/ogd/epa interim financial assistance coi policy.htm

Submission of Grant Applications via Grants.gov:

Effective February 17, 2015, EPA grant applicants must use <u>Grants.gov</u> to submit their applications. It is highly recommended that EPA applicants complete their registration on Grants.gov now, since the entire process can take up to 30 days to complete. Information located at <u>Submitting an Application to Grants.gov Apply</u> and <u>Applicant Resources</u> for Grants.gov will help you get started. Applicants are also encouraged to view a previously recorded <u>EPA</u> <u>Information Webinar</u> session/ presentation regarding Grants.gov or register for an available session.

Grants.gov support/assistance is available 24 hours a day 7 days a week at 1-800-518-4726 or Support@grants.gov. For International callers, call (606) 545-5035 to speak with a Grants.gov Contact Center representative. Also, the Region 9 Application Checklist will help ensure your EPA application submitted through Grants.gov is complete.

Guide on Submitting an Application to Grants.gov: http://www.epa.gov/ogd/guide/submitting.htm

Grants.gov Application Resources:

http://www.grants.gov/web/grants/applicants/applicant-resources.html

EPA Information Sessions/Webinars:

http://www.epa.gov/ogd/training/grants gov information sessions for applicants.htm

Region 9 Application Checklist:

http://www.epa.gov/region09/funding/pdfs/grantsgov/r9-application-checklist-grantsgov.pdf

Bundling of Grant Application Certifications (for States & Tribes):

State and Tribal applicants are highly encouraged to submit <u>annually</u> a single set ("bundling") of application certification forms with a cover letter. The letter must indicate the applicable timeframe (usually a federal or state fiscal year) of the certifications for all EPA grant applications received by Region 9 Grants Management Office (GMO) within that period. GMO accepts Adobe format (.pdf) of the letter with applicable signed certification(s) through the electronic mail box: grantsregion9@epa.gov. Please note that updated forms must be submitted when changes to the responses are required. The following certifications can be bundled:

❖ Standard Form (SF) 424B, Assurances for Non-Construction Programs

EPA Form 6600-06, Certification Regarding Lobbying, Certification for Contracts, Grants, Loans and Cooperative Agreements

❖ EPA Form 4700-4, Preaward Compliance Review Report for All Applicants Requesting EPA Financial Assistance

Applicants are highly encouraged to use bundling of their certifications if multiple EPA applications are submitted annually. Bundling can be especially helpful as EPA is transitioning to Grants.gov. Please contact your EPA Grants Specialist for questions regarding bundling.

EPA Application Forms: http://www.epa.gov/ogd/forms/forms.htm

• Changes to the Minority & Women Business Enterprise (M/WBE) Utilization Reporting Requirement:

The EPA issued a revised class deviation from <u>40 CFR 33.502</u> on <u>December 4, 2014</u>, which supersedes the M/WBE reporting requirement specified in the recipient's Notice of Award. The EPA financial assistance recipients are now required to report <u>annually</u> when certain conditions are met to reach a threshold of \$150,000. Please review the current information from <u>EPA's Small</u> <u>Business Programs</u>.

40 CFR 33:

http://www.ecfr.gov/cgi-bin/text-idx?SID=04eada1fb1292e21ecf2434ad7bf3781&tpl=/ecfrbrowse/Title40/40cfr33 main 02.tpl EPA's Small Business Programs: http://www.epa.gov/osbp/dbe_reporting.htm

Grants Management Training Materials for Tribal Organizations:

The EPA's Office of Grants and Debarment (OGD) worked with the national Partnership for Environmental Technology Education (NPETE) to develop <u>training materials for Tribal organizations</u>. While OGD is no longer able to offer in-person trainings, the training materials, including the training manuals and webinar recordings, are available for download.

Recipient Training:

http://www.epa.gov/ogd/training/recip_train.htm